




# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

To: All Agency Heads

From: Benjamin Barnes, Secretary 

Date: September 26, 2016

Subject: Agency Narratives and Measures for the FY 2018 and FY 2019 Biennium

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As noted in previous correspondence, CGS Sec. 4-73 requires that budget requests be developed with program-level detail. The statute requires that the following narrative information be provided for each budgeted program:

1. The statutory authorization for the program,
2. A statement of program objectives,
3. A description of the program, including a statement of need, eligibility requirements, and any intergovernmental participation in the program,
4. A statement of performance measures by which accomplishments toward the program objectives can be assessed, and
5. An explanation of any significant program changes.

In order to produce the required documents that comprise the Governor's recommended budget for the upcoming biennium, each agency must update its program budget text and description of agency purpose to make them current. Relevant text from the Governor's February 2015 budget-in-detail (long narrative) and from the February 2016 budget summary (short narrative) has been used as the starting point for agency review and should be updated in accordance with the accompanying software instructions which are attached and also available at the link below. Note that many agencies have revised their list of budgeted programs since the last biennial budget was produced. Accordingly, agencies should ensure that the programs referenced in the long narrative as well as any program measures that are provided align with the latest program budget categorization. Contact your assigned OPM analyst with any questions.

<http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=583460&PM=1&opmNav=|>

### **Narratives**

Narrative information is required in two different formats for separate budget documents.

1. Short narrative: This is a succinct description of the agency's mission and accompanies the main volume of the Governor's recommended budget, often referred to as the "budget summary." Text is typically bulleted, and each bullet begins with "To (verb)" followed by a brief description of the agency's purpose.
2. Long narrative: This document is used as a component of the program budget, often referred to as the "budget-in-detail". The long narrative consists of several elements:

- a. Description of overall agency mission (essentially the same description of agency mission as is used for the short narrative, although somewhat expanded descriptions may be accepted); and
- b. For each separate budgeted program, the following is provided:
  - i. Statutory reference(s) applicable to the program;
  - ii. Statement of Need and Program Objectives. This is a brief statement that begins with “To (verb)” and identifies the goals of the program. E.g., “To regulate...,” “To provide...,” “To administer...;” and
  - iii. Program Description: A narrative explanation of the program.

### **Measures**

Measures are a means by which the reader can assess program accomplishments. Performance information can help policymakers address a number of questions such as whether programs are: contributing to their stated goals, well-coordinated with related initiatives, and targeted to those most in need of services or benefits. Agencies are strongly encouraged to present a limited set of objective, quantifiable measures that demonstrate program outcomes rather than presenting input or process measures. Examples of input or process measures include the number of beds or slots operated or funded by the program, the percentage of capacity at which a program operates, or the number of hearings held or the number of contracts processed by an administrative unit. Output or outcome measures describe whether anyone is better off as a result of the expenditure of taxpayer funds, and focus on results and accomplishments rather than on inputs.

A limited set of well-thought out, results-oriented measures of program accomplishments is more powerful than input or process metrics and helps the reader understand what the state realizes from its investment. Ideally, measures will be identified for each distinct program category described in the narrative. Measures supported by peer-reviewed research findings, where available, are preferable. If a program does lend itself to an objective, quantifiable means of presenting accomplishments, the agency may elect not to provide measures for that program.

### **Submission**

**Narratives and measures are due by November 1, 2016** and should be submitted via the Automated Budget System in accordance with the instructions in the attachment.

Attachment – Automated Budget System Instructions

c: Agency Fiscal Officers  
Neil Ayers, Office of Fiscal Analysis